
Child Care for Homeless Children Program (CCHCP) 2005 - 2006

Program Guide

Funding Year July 1, 2005 – June 30, 2006

**Virginia Dept. of Housing and Community Development ♦ 501 North Second Street ♦ Richmond,
VA 23219**

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GENERAL INFORMATION

BACKGROUND

The Child Care for Homeless Children Program is provided through the federally funded Child Care and Development Block Grant (CCDBG). The origination point of the Block Grant is the U.S. Department of Health and Human Services, Administration for Children and Families. The Virginia State Department of Social Services (DSS) is the Lead Agency, as designated by the chief executive officer of the State of Virginia, who administers the CCDBG. DSS makes available a portion of the CCDBG funds for the Child Care for Homeless Children Program (CCHCP). The Virginia Department of Housing and Community Development (DHCD) administers the CCHCP through an interagency agreement with the DSS.

GOAL

The goal of the Child Care for Homeless Children Program is to increase the availability and affordability of quality child care to homeless families residing in an emergency shelter or transitional housing.

OBJECTIVES

- To provide federal funding to emergency shelters and transitional housing programs to afford homeless parents with a broader range of child care options for their children
- To provide homeless families with financial resources to aid in the transition to self-sufficiency.

FUNDS AVAILABLE

The Virginia Department of Social Services, through the Child Care and Development Fund, has made available **\$300,000** to the Virginia Department of Housing and Community Development (DHCD) for the Child Care for Homeless Children Program. These funds will be used for child care services for homeless families in which the parents are working, in training or education programs or in search of employment. These funds are to be expended during the state fiscal year 2005-2006 (July 1, 2005 through June 30, 2006).

ALLOCATION OF FUNDS

Awards are made on a non-competitive basis. Allocations were granted to all eligible organizations submitting completed applications for funding with appropriate attachments to DHCD and who met the eligibility requirements and the following criteria:

- Agency received funds previous year
- Agency utilized 75% or more of previous year's award
- Agency's previous award totaled \$5,000 or more.

FUNDS DISBURSEMENT

DHCD will reimburse CCHCP Sub-grantees **on a monthly basis** for child care expenditures paid during the preceding month. There is no limit on the amount of funds an organization may spend each month as long as the contract award amount is not exceeded. In order to receive reimbursement, the CCHCP Sub-grantee must submit a completed *Disbursement Request Form*.

In order to be included in DHCD's monthly payment request to DSS, the CCHP

Sub-grantee organization must submit:

A request for disbursement completed and signed by an authorized representative to be received at DHCD on or before the 15th day of the month.

PROGRAM DESIGN

PROGRAM DESCRIPTION

CCHCP funds are available for the purchase of child care services on behalf of homeless children whose parents are employed, enrolled in job training or educational programs or engaged in a structured search for employment in accordance with DHCD guidelines. Employment and training or education programs may be full-time or part-time activities. Child care services may be provided for parents who are searching for employment for a period of up to two weeks (14 consecutive days). The two-week period may be extended by one week (7 additional consecutive days) in cases of extenuating circumstances and with DHCD approval only.

PARENT CO-PAYMENT

CCHCP requires that parents *with income* pay a portion of the child care costs. **The Parent co-payment is determined without regard to the number of children accessing child care or the number of hours of child care needed for the month.** This parent co-payment is equal to ten percent (10%) of monthly gross income or \$25, whichever is greater. The co-payment is not calculated on ten percent of the child care

costs. The minimum fee for all parents *with income* is \$25.00 per month.

CLIENT ELIGIBILITY

The following criteria must be met by families/children:

- CCHCP funds are to be used only if no other avenue of funding for child care is available. Parents are required to apply for child care services at the local DSS office and to provide the CCHCP Sub-grantee with documentation of acceptance, denial, or placement on a waiting list for DSS child care services. CCHCP funds may be used to provide child care until DSS funds are available. (See Time Frame for Services below). This documentation must be kept in the parent's file. If other resources are not available for child care costs, then CCHCP funds can be accessed for that purpose.
- Family income cannot exceed the established maximum level. Income eligibility limits in the State Sliding Fee Scale for Child Day Care are determined on the basis of income at 150-185% of the federal poverty level, not the former method as a percentage of the state median income. **(Sliding Fee Scale attached in Appendix X)** These income eligibility limits are to be used for all applicants.
- In the case of two-parent families, both parents must be employed, in education/training programs or in search of employment. In a two-parent household where one parent is unable to comply with this requirement, documentation of good cause why that parent cannot provide the needed child care must be submitted before assistance can be approved. For example, if a parent is medically disabled and therefore not capable of providing adequate child care, documentation of the medical disability and the inability to provide child care would be required.
- Clients approved under Employment Search Activities eligibility are required to document one application submitted for each day (or partial day) of child care delivered.
- CCHCP funds may not be used to pay costs for parents who are not eligible for child care services through their local department of social services (DSS) due to DSS-imposed sanctions.
- Children must be below the age of thirteen.

TIME FRAME FOR SERVICES

Services may begin from the date an eligible parent signs the Parent Application for CCHCP Services when the family is residing in the emergency shelter or transitional housing facility even if all documentation is not yet available.

CCHCP funds may be used while a family is residing in an emergency shelter or transitional housing facility and up to six months after the family leaves the facility to move into permanent housing.

The six-month period of child care services after the family leaves the homeless program is a continuation period only. Clients must have been approved for services during the time they were resident in the shelter or transitional housing program. During the six-month continuation period (after the family leaves the facility), the family and the CCHCP Coordinator should develop a plan for future child care services. This plan should identify alternate arrangements and/or other resources that may be accessed to ensure that child care will continue after the family is no longer eligible to participate in the CCHCP.

Child care services may be provided for parents who are searching for employment for a period of up to two weeks (14 consecutive days). The two-week period may be extended by one week (7 additional consecutive days) in cases of extenuating circumstances and with DHCD approval.

CCHCP funds may be used to pay for child care if the participating parent becomes ill or incapacitated, or if the child is absent from care for justifiable reasons; this applies to a short-term/temporary illness and must be approved by DHCD. Contact your grant administrator for approval and assistance.

CCHCP funds may be used to pay for child care that would be otherwise lost for up to two weeks prior to the start of employment or training and for up to one month during a break in employment or training if a subsequent activity is scheduled to begin. Two examples of this type of application would be: 1) when a participating parent loses employment and an active job search begins or 2) for the period before or between academic course semesters where the parent is scheduled to attend classes.

PROGRAM IMPLEMENTATION

DEVELOPMENT OF CHILD CARE PROVIDER LIST

The CCHCP Sub-grantee must obtain a list of approved child care providers from the local Department of Social Services in the areas served by the applicant organization. The list should include names, addresses, telephone numbers and fees charged. Child care providers may be regulated or unregulated (see APPENDIX III- Types of Child Care Providers). Parents have full choice of all legally operating child care including child day centers, family day homes and in-home care. The availability of child day care slots should be determined to avoid referring a parent to a provider who may no longer be enrolling additional children.

INTAKE

The Parent Application for CCHCP Services (see Appendix IV) is to be completed by the designated Sub-grantee staff and signed by the parent. This form includes the basic certification that the family will comply with the program regulations. Such compliance includes:

- Providing income information
- Contributing to the child care costs (parent co-payment)
- Submitting verification of employment, job training or education program enrollment and/or documentation of active search for employment.

The form also specifies the portion of the cost to be paid by the CCHCP Sub-grantee, the parent co-payment amount and the expected frequency of the parent co-payment (weekly, monthly, etc.). The parent must sign the Parent Responsibility Form (see APPENDIX VII Parent Responsibilities Form) to certify awareness of the requirement to notify the CCHCP Sub-grantee in the event of changes in their status during the term of assistance. Such areas of change include, but are not limited to, income level, employment status, place of employment, training or education program enrollment or the status of the active job search.

Parents who are searching for employment must record the job search activities completed on each day that child care was provided through CCHCP (see Appendix XI-Sample Job Search Activities Log.)

VERIFICATION

EMPLOYMENT/EDUCATION OR TRAINING/JOB SEARCH

Parental employment, training/education enrollment or active job search must be documented.

Acceptable forms of documentation include:

- A current payroll check stub
- An employer statement of current or future (projected) earnings
- An enrollment registration form with the parent's name and an advisor or contact person's name
- Names and telephone numbers of contact persons of businesses or organizations where the parent has applied for employment.

Designated staff must collect copies of payroll check stubs on a regular basis (weekly, bi-weekly, monthly or bi-monthly) to provide evidence of continued employment. In cases of participation in job training, a statement from the training program with the number of hours per week that the parent spends in training is required. A registration schedule

from the educational program with course hours is necessary to verify program enrollment.

Documentation of active job search must be provided weekly by the parent on the Job Search Activities Log (see Appendix XI – Sample Job Search Activities Log). One employment application on each day that child care is provided through CCHCP is the minimum requirement. Grantees are not authorized to increase this requirement. Other relevant job search activities must also be recorded (see Appendix II – Definitions).

Income Verifications

- Documentation of monthly gross income must be used to determine the parent co-payment while participating in the CCHCP program. All sources must be recorded and verified in the parent file.

PROGRAM REQUIREMENTS

- Parents, rather than the Sub-grantee, must enter into contracts with child care providers as the parent has the primary responsibility for payment in the event the family becomes ineligible for program funds. DHCD will not reimburse CCHCP Sub-grantees for child care expenditures incurred by parents whose family circumstances have changed causing the parent to become ineligible for child care assistance through the CCHCP.
- Parents must be allowed to select a regulated or unregulated provider (See APPENDIX III-Types of Child Care Providers). Parents have a full choice of all legally operating child care services including child day centers, family day homes and in-home care. Arrangements for child care should be made by the parent with guidance from the CCHCP Sub-grantee.
- Arrangements for a payment schedule to the child care provider must be worked out between the parent, the child care provider and the CCHCP Sub-grantee organization. It is preferred that the parent pay his/her portion of the child care costs (parent co-payment) directly to the child care provider. A copy of the receipt for the parent co-payment should then be given to the CCHCP Sub-grantee and included in the parent file.
- The cost for child care cannot exceed the area's market rate as provided by DSS unless the parent is willing to pay the difference between the market rate and the child care provider's fee. The market rate for the locality in which the child receives care should be used rather than the locality of residence or shelter. For special needs children, 100% of the cost of care is the rate to be paid, even if this exceeds the established market rate. Contact your grants administrator for more information on this exception. Market rates for child day care are included as APPENDIX XII with the link to the DSS website.

- Any complaints regarding possible child abuse or neglect occurring in a child day care setting must be referred to the child protective services unit at the local DSS serving the area where the child care service is located.
- All CCHCP payments must be made directly to the child care provider. No payments will be made to parents.
- CCHCP Sub-grantees must adhere to all state and federal requirements.

REPORTING REQUIREMENTS

CCHCP Sub-grantees must provide basic demographic information on families served. A completed demographic report must be submitted **ELECTRONICALLY** on a quarterly basis to DHCD. To receive reimbursement for CCHCP expenditures, the following quarterly demographic reporting schedule is to be strictly adhered to:

1 st Quarter	due by	October 10, 2005
2 nd Quarter	due by	January 10, 2006
3 rd Quarter	due by	April 10, 2006
4 th Quarter	due by	July 10, 2006

Electronic reporting instructions and forms are on the CD provided in the implementation session and are located on the DHCD website www.dhcd.virginia.gov

RECORD KEEPING

A file must be maintained in the Sub-grantee's office for each participating family including the following information:

- Documentation of employment, education or training enrollment or active job search
- Documentation of income
- Parent Application for CCHCP Services signed by the parent to include:
 1. Information on the child care provider selected, hours and/or days the child care provider will be used, and the rate charged
 2. The amount of CCHCP funds and the parent's co-payment
 3. An estimate of the length of time the child care services will be needed
- Parent Responsibilities Form signed by the parent
- Receipts (copies) from child care providers for all funds received
- For participating parents who will soon exit the program, a plan for continuing child care after the program has ended
- Any concerns or issues with the child care services

- Additional information as appropriate and necessary

MONITORING

All CCHCP Sub-grantees will be monitored for financial and programmatic compliance by a DHCD representative. In addition, as DHCD's grantor, DSS may monitor sites at their discretion.

Appendix I

Definitions

Child Care and Development Fund

The federal Block Grant for day care that was authorized by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193).

Child day care service

Those activities that assist eligible families in the arrangement and/or purchase of day care for children that is less than a 24-hour day. This includes activities that promote parental choice, consumer education to help parents make informed choices about child care, activities to enhance health and safety standards established by the state, and activities that increase and enhance child care and early childhood development resources in the community.

Co-payment

The amount of a subsidy paid by the parent for participation in the program; equal to 10% of monthly gross income regardless of the number of children accessing child care or the number of hours of child care needed for the month. There is a minimum monthly fee of \$25.00 for parents *with income*. No co-payment is required from households in which there is \$0 monthly gross income.

Education leading to employment

Includes basic remedial instruction designed to achieve a basic literacy level, instruction in English as a second language, preparation for GED or Adult Education, the completion of high school, associate degree or certificate. This includes college or degree work from a college or university if the course of instruction is limited to a curriculum directly related to the fulfillment of an individual's educational goal to obtain useful employment in a recognized profession or occupation. There is no minimum number of hours a parent has to attend a job training or education program in order to be eligible.

Education Program

Any course of instruction offered by an institution of higher education or a vocational school as determined by the Secretary of Education to meet the Higher Education Act of 1965.

Federal Poverty Level

Income levels by family size, determined by the federal Department of Health and Human Services, to be used as guidelines in determining at what level families in the country are living in poverty.

Fee System

Programs that provide child day care subsidies to low-income parents from the Child Care Development Fund which requires a parental co-payment.

Income eligible

Eligibility based on income and determined by measuring the family income and size against a percentage of the federal poverty level.

Job search

A structured, time-limited activity, the goal of which is employment. A period in which the participant searches for and obtains employment. Participants are required to search, find, and apply for a set number of jobs. Parents must document that at least one application for employment has been submitted to a prospective employer for each day that child care is provided.

	The two-week time limit for child care services provided while the parent is searching for employment may be extended by one week (7 consecutive days) in cases of extenuating circumstances only and then with DHCD approval.
<u>Job training</u>	A formal training program, facilitated by an educational institution, that provides for the development of specific work attitudes, behaviors and skills leading to job readiness as well as the development of specified technical or vocational skills that leads to employment in a recognized occupation and results in other than a baccalaureate or advanced degree. There is no minimum number of hours a parent has to attend a job training or education program in order to be eligible.
<u>Market Rate</u>	The 75th percentile of the range of costs in a community for a particular type of child day care.
<u>Parental Access</u>	Parents may visit the day care setting at any time their child is in care.
<u>Part-time</u>	Regularly scheduled activity that engages a participant in employment for a minimum of eight hours but less than 30 hours per week.
<u>Residing with a child</u>	A person is considered to be residing with a child if that individual is responsible for the day to day care and control of that child.
<u>Special needs child day care</u>	Care provided to children with diagnosed physical, mental or emotional problems such as learning disabilities, behavior disorders, and/or inability to adjust with the family and peers; this refers to children with developmental disabilities, atypical development, or deficit in social functioning.
<u>Training leading to employment</u>	The development of specific work attitudes, behaviors, or skills leading to job readiness as well as the development of specific technical or vocational skills that leads to employment in a recognized occupation and results in other than a baccalaureate or advanced degree.
<u>Vendor</u>	A provider who can sell child care services.

Appendix II

TYPES OF CHILD CARE PROVIDERS

- I. Regulated Providers** - are child day care providers who are approved by federal, state, city, county or local agency authority or have met the requirements of Small Family Child Care Home Voluntary Registration through DSS. Regulated providers include:

Licensed Family Day Centers

- licensed and monitored by DSS Division of Licensing

Licensed Family Day Homes

- Must be licensed or voluntarily registered by DSS Division of Licensing if serving 6-12 children (excluding their own) OR if serving more than 4 children under the age of 2 (including own)

Voluntarily Registered with DSS Division of Licensing

- Registration fee of \$50.00
- Training and referrals provided by DSS

Religiously Exempt Centers

- Operated by a religious institution
- Exempt from licensure by DSS Division of Licensing
- Annual statement and evidence of health and safety compliance are required

- II. Unregulated Providers** - are day care providers who are not described above under Regulated Providers and are not required to be regulated based on the number and ages of the children in care. Unregulated Providers must:

- Be at least 18 years old
- Serve fewer than 6 children (excluding own)
- Serve fewer than 4 children (including own) under the age of two
- Have CPS and sex offender record check criminal history and TB clearances for provider, spouse and all adults in home

A relative provider of child day care is an unregulated provider who is related to the parent or child by blood or marriage. All eligible relative providers must:

- Not be receiving public assistance
- Not be legally responsible for the child needing care

Relative providers who are grandparents, great grandparents, aunts, uncles and adult siblings (not residing with the child in care) are exempt from the clearance requirements in Item II.D. above but must provide full name, address, rates charged the general public for child care, social security number and birth date.

Note: The USDA Child and Adult Care Food Program funded through the United States Department of Agriculture may reimburse participating, eligible regulated or unregulated child care providers for nutritious meals and snacks served to children in care while parents work. Contact your local DSS for more information.

Parent Application for CCHCP Services

Appendix III

Child Care for Homeless Children Program Application

Applicants Last name	First Name, MI	SS #
Family size:	Gender of Applicant: <input type="checkbox"/> Male <input type="checkbox"/> Female	Monthly Gross Family Income:
Race of Applicant: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other		
Family Composition: <input type="checkbox"/> Single parent <input type="checkbox"/> Two Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Other		
Eligible Activity: <input type="checkbox"/> Employment <input type="checkbox"/> Education/Job Training <input type="checkbox"/> Job Search		Name of Employer/School
Educational Level: <input type="checkbox"/> Less than High School Graduate <input type="checkbox"/> High School Graduate <input type="checkbox"/> GED <input type="checkbox"/> Post Graduate		

Children for Whom Daycare Service is Requested

First and Last name: (Print clearly)	Date of Birth: (mm/dd/yy)	Gender: (M=male; F=Female)	Type of Care: (Full day; Part day; After School)

I certify that all of the above information is true and that I will provide any necessary verification for this information. I understand that, upon approval for this program, I will be required to pay a percentage of the costs of daycare based on the information I have provided. I further understand that I may select a licensed or regulated childcare provider or I may use a child care provider with whom the shelter or transitional housing provider has contracted for child care services. I am aware that I may go to the Department of Social Services if I do not wish to receive childcare services through the shelter or transitional housing provider. I also understand that childcare services through this program will be terminated six months after I leave the shelter or transitional housing facility or if I am no longer engaged in an eligible activity. I agree to hold harmless the Commonwealth of Virginia, the Virginia Department of Housing and Community Development, their agents, employees, successors, and assignees from any and all claims and demands based on or arising out of the provision of child care services through this program.

Signature of Applicant: _____

Date of Application: _____

Date daycare Services Began: _____

Date daycare Services Ended: _____

Date Applicant Left Shelter/Transitional Housing Facility: _____

Weekly Cost of Child Care Services: \$ _____ Parent Co-Pay Amount: \$ _____

Appendix IV

INCOME DETERMINATION GUIDANCE

The following should be included in determining monthly gross income:

- Income from employment
- TANF Payments
- Child Support Received
- All other forms of public assistance in the form of check/cash payments.

The following should not be included in determining monthly gross income:

- Per capita payments to or funds held in trust for any individual in satisfaction of a judgment of the Indian Claims Commission or the Court of Claims
- Money received from the sale of property, such as stocks, bonds, a house, or a car
- Earnings of less than \$5.00 a month
- Withdrawals of bank deposits
- Money borrowed
- Tax refunds
- Gifts
- Lump sum inheritance or insurance payments
- Capital gains
- The value of the Food Stamp coupon allotment
- The value of USDA donated foods
- The value of any supplemental food assistance under the Child Nutrition Act of 1966 and the special food service programs for children under the National School Lunch Act as amended
- Any payment received under Title XX of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- Earnings of a child under 14 years of age
- Any benefits received under Title VII, Nutrition Program for the Elderly, of the Older Americans Act of 1965, as amended.
- Any grant or loan to any undergraduate for educational purposes made or insured under any program administered by the Commissioner of Education.
- Any other scholarship loan or grant obtained and used under conditions which preclude its use for current living costs.
- Home produce utilized for household consumption.
- Earnings received by any youth under the Youth Employment Demonstration Program of the Comprehensive Employment and Training Act of 1973 (CETA).
- Payment to VISTA volunteers.
- Payment to vendors for services to recipients.
- Garnisheed wages.
- The portion of income paid for child support if being paid, whether court-ordered or not. The payment is to be considered income for the person receiving it.
- Payments made as required by Medicaid for the support of a spouse or child in a nursing home.

Appendix V

Maximum Income Limits

Current Income Limits can be accessed by logging on to:

[www.vhda.com/vhda_com/template_app.asp?VHDA_COM_PAGE_NAME=Income Rent Limits](http://www.vhda.com/vhda_com/template_app.asp?VHDA_COM_PAGE_NAME=Income_Rent_Limits)

Appendix V

CHILD CARE FOR HOMELESS CHILDREN PROGRAM (CCHCP)

PARENT RESPONSIBILITIES FORM

Reporting Changes

You must report all required changes to the CCHCP Sponsor Organization through which you are accessing child care services within 10 days of when the changes occur. The following are changes you are required to report.

1. Change in household income
2. Change in employment status or place of employment
3. Change in work hours
4. Change in education/training activity, including class days/hours and curriculum.
5. Parent/caretaker begins receiving child support payments
6. Change in the number of household members
7. Change in marital status
8. A child receiving day care services reaches his/her 13th birthday
9. A child receiving full-time day care begins school and requires less than full-time care

Repayment

Anyone who causes the CCHCP Sponsor Organization to make an improper vendor payment by withholding any of the above changes will be required to repay the amount of the improper payment. Repayment will be in either a lump sum or according to a written repayment plan between the responsible person and the CCHCP Organization.

By my signature below, I declare that I fully understand and agree to the above reporting requirements. I further understand that I must remove my child from day care if I stop participating in the activity or work for which I am approved.

Parent Signature

Date

CCHCP Worker

Date

Appendix VI

Sample Child's Emergency Medical Authorization Form

CHILD CARE FOR HOMELESS CHILDREN PROGRAM (CCHCP)

CHILD'S EMERGENCY MEDICAL AUTHORIZATION

Child's Medically Diagnosed Allergies or Chronic Conditions, Etc.

Child's Medical Number _____

Other Insurance: ☐ Yes

☐ No

If Yes, Company Name

The Parent/Guardian authorizes immediate medical care and consents to the hospitalization of, the performance of necessary diagnostic tests upon, the use of surgery on and /or the administration of drugs to his/her child or ward if an emergency occurs when he/she cannot be located immediately.

Signature of Parent or Guardian

Date

Note: This form is to be kept by the Child Care Provider with a copy in the CCHCP parent file and is to be taken to the Doctor or Treatment Facility in case of Emergency.

Appendix VII

**CHILD CARE FOR HOMELESS CHILDREN PROGRAM (CCHCP)
CHILD'S EMERGENCY CONTACT INFORMATION**

Name of Child _____ Birth date _____

Name of Parent(s) or Guardian _____

Address _____

City, State, Zip _____

Mother's Employment _____

Address _____

City, State, Zip _____ Phone _____

Father's Employment _____

Address _____

City, State, Zip _____ Phone _____

Guardian's Employment _____

Address _____

City, State, Zip _____ Phone _____

Child's Physician or Clinic _____

Address _____

City, State, Zip _____

Phone _____

JOB SEARCH ACTIVITIES LOG

Name _____ Date _____

All parents enrolled in the CCHCP who are searching for employment must document at least one job application submitted per day that child care services are received.

Company: _____	Application completed	Y	N
Address:_____	Resume Submitted	Y	N
Phone #:_____	Interview	Y	N
Person contacted:_____	Outcome:		
Position sought:_____	Date contacted:		
 Company: _____	 Application completed	 Y	 N
Address:_____	Resume Submitted	Y	N
Phone #:_____	Interview	Y	N
Person contacted:_____	Outcome:		
Position sought:_____	Date contacted:		
 Company: _____	 Application completed	 Y	 N
Address:_____	Resume Submitted	Y	N
Phone #:_____	Interview	Y	N
Person contacted:_____	Outcome:		
Position sought:_____	Date contacted:		
 Company: _____	 Application completed	 Y	 N
Address:_____	Resume Submitted	Y	N
Phone #:_____	Interview	Y	N
Person contacted:_____	Outcome:		
Position sought:_____	Date contacted:		
 Company: _____	 Application completed	 Y	 N
Address:_____	Resume Submitted	Y	N
Phone #:_____	Interview	Y	N
Person contacted:_____	Outcome:		
Position sought:_____	Date contacted:		

In addition to documenting at least one application submitted per day that child care is provided, note all other job search activities accomplished in the spaces above, i.e.: resume writing class, visits to VEC, newspaper search, telephone inquiries, etc.

Appendix IX

MARKET RATES

Current Market Rates can be accessed by logging on to:

www.dss.virginia.gov/files/division/cc/ccdf/plan.pdf

Appendix X

STATE SLIDING FEE SCALE FOR CHILD CARE

Maximum Monthly Income Level
6/1/2005- 5/31/2006

Family Size	Monthly Poverty Guidelines	GROUP I 150% of Poverty	GROUP II 160% of Poverty	GROUP III 185% of Poverty
1	\$ 798	\$ 1,197	\$ 1,276	\$ 1,476
2	\$ 1,069	\$ 1,604	\$ 1,711	\$ 1,978
3	\$ 1,341	\$ 2,012	\$ 2,146	\$ 2,481
4	\$ 1,613	\$ 2,419	\$ 2,580	\$ 2,984
5	\$ 1,884	\$ 2,827	\$ 3,015	\$ 3,486
6	\$ 2,156	\$ 3,234	\$ 3,450	\$ 3,989
7	\$ 2,428	\$ 3,642	\$ 3,884	\$ 4,491
8	\$ 2,699	\$ 4,049	\$ 4,319	\$ 4,994
FOR EACH ADDITIONAL PERSON ADD:	\$ 272	\$ 408	\$ 435	\$ 503

METROPOLITAN STATISTICAL AREA GROUPINGS

FIPS	LOCALITY	INCOME CAP GROUP
001	Accomack	I
005	Alleghany	I
007	Amelia	I
009	Amherst	I
011	Appomattox	I
015	Augusta	I
017	Bath	I
019	Bedford County/City	I
021	Bland	I
023	Botetourt	I
520	Bristol	I
025	Brunswick	I
027	Buchanan	I
029	Buckingham	I
031	Campbell	I
033	Caroline	I
035	Carroll	I
037	Charlotte	I
580	Covington	I
045	Craig	I
049	Cumberland	I
590	Danville	I

051	Dickenson	
057	Essex	
063	Floyd	
067	Franklin County	
620	Franklin City	
069	Frederick County	
640	Galax	
071	Giles	
077	Grayson	
081	Greensville/Emporia	
083	Halifax	
660	Harrisonburg	
089	Henry	
091	Highland	
097	King & Queen	
101	King William	
103	Lancaster	
105	Lee	
109	Louisa	
111	Lunenburg	
680	Lynchburg	
113	Madison	
690	Martinsville	
117	Mecklenburg	
119	Middlesex	
121	Montgomery	
125	Nelson	
131	Northampton	

133	Northumberland	
720	Norton	
137	Orange	
139	Page	
141	Patrick	
143	Pittsylvania	
147	Prince Edward	
155	Pulaski	
750	Radford	
157	Rappahannock	
159	Richmond County	
770	Roanoke	
161	Roanoke County	
163	Rockbridge/Buena Vista/Lexington	
165	Rockingham	
167	Russell	
169	Scott	
171	Shenandoah	
173	Smyth	
175	Southampton	
790	Staunton	
181	Surry	
183	Sussex	
185	Tazewell	
191	Washington	

820	Waynesboro	I
193	Westmoreland	I
840	Winchester	I
195	Wise	I
197	Wythe	I
003	Albemarle	II
036	Charles City	II
540	Charlottesville	II
041	Chesterfield/Colonial Heights	II
550	Chesapeake	II
053	Dinwiddie	II
065	Fluvanna	II
073	Gloucester	II
075	Goochland	II
079	Greene	II
650	Hampton	II
085	Hanover	II
087	Henrico	II
670	Hopewell	II
093	Isle of Wight	II
095	James City	II
115	Mathews	II
127	New Kent	II
700	Newport News	II
710	Norfolk	II
730	Petersburg	II
740	Portsmouth	II
145	Powhatan	II

149	Prince George	II
760	Richmond City	II
800	Suffolk	II
810	Virginia Beach	II
830	Williamsburg	II
199	York-Poquoson	II
510	Alexandria	III
013	Arlington	III
043	Clarke	III
047	Culpeper	III
059	Fairfax City/County	III
061	Fauquier	III
630	Fredericksburg	III
099	King George	III
107	Loudoun	III
683	Manassas City	III
685	Manassas Park	III
153	Prince William	III
177	Spotsylvania	III
179	Stafford	III
187	Warren	III

Alexandria and Fairfax Waivers

250% of Poverty		Family Size
1	\$1,994	
2	\$2,673	
3	\$3,353	
4	\$4,032	
5	\$4,711	
6	\$5,390	
7	\$6,069	
8	\$6,748	
9	\$7,161	
10	\$7,313	